



U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

**Grantee Site Characteristics and
Activity Data Report Forms Guidance**
Government Performance and Results Act (GPRA)



FY 2000 Report Forms Purpose and Return Information

Purpose

In order to report on the nationwide activities supported by its efforts, the Executive Office for Weed and Seed (EOWS) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed Sites. The diversity of activities performed, clients served, and community characteristics across the Local Sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all Local Sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

**Where
Completed
Forms Should
Be Sent**

Justice Research and Statistics Association
777 North Capitol Street, NE, Suite 801
Washington, DC 20002-4239
Attn: Jim Zepp or Yuki Yamagishi
(202) 842-9330 - phone; (202) 842-9329 - fax; jzepp@jrja.org - Internet email

FY2000 General Reporting Guidance

**Reporting
Changes for
FY 2000**

For FY 2000, several changes were made in the forms. Although the questions and data requested are largely the same as in the previous forms, you should be aware of the following:

- The Part I and Part III, ver. 1.5 forms were consolidated into a new Part I. The new Part I, ver. 2.0 form is to be submitted annually with your Site's grant application.
- Health and lead poisoning screening services were added to the Part I, Section C - Seeding Activities, Question 4.
- Questions regarding any target area designations and activities related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Program were added to the new Part I form, Section D - Community/Economic Development Information.
- A request for drug-related arrest data was added to the new Part I, Section F.
- The Part II form will continue to be used for updating GPRA Site Characteristic information during the program year.

Data Collection/ Reporting Issues

The EOWS recognizes the limitations of staff time and other resources under which the Local Sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of Local Sites to provide. These instructions provide direction when estimates may be necessary because the available data do not exactly correspond to the report form's categories, the particular Weed and Seed Site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

The EOWS expects each Site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

Technical Assistance Available

EOWS has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to Local Sites, collect and process the reports, and prepare summaries of the data.

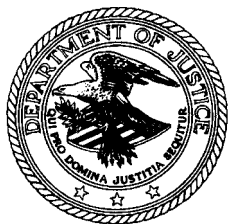
For additional guidance in completing these forms, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330 - phone, (202) 842-9329 - fax, jzepp@jrso.org - Internet email.

Use of the Report Forms and Submission Dates

The report forms are in two parts. The purpose and the timing for submitting each of the forms are as follows:

Part I - Site Characteristics and Activity Data Report is intended for Local Site information that would serve as the basis for calculating various statistical measures such as averages or deriving various Site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed Site's efforts. This form should be submitted annually along with your Site's EOWS grant application. Please refer to the annual EOWS Grant Application Kit instructions for the exact submission date for each year.

Part II - Site Characteristics Update is a means to inform the EOWS of significant changes in the Site characteristics that may affect the program activity statistics. This form should be submitted when these changes are effective. **Please note if making corrections to a previously submitted Part I form, send a revised Part I, and not a Part II form.**



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Part I - Grantee Site Characteristics and Activity Data Report

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*Note that this form should be sent when a Local Site submits its annual EOWS grant application or when a Part I has not been previously submitted. Subsequent changes should be submitted on the **Part II - Grantee Site Characteristics Update**. A revised Part I should be sent when correcting errors in a previous Part I.*

Site: _____ Agency: _____

Person Completing

This Form: _____ Title: _____

Phone: () _____ Fax: () _____ Internet email: _____

Date Submitted: ___/___/___ Reporting Agency (check one): ___ Federal ___ state ___ local

For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330. Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.

SECTION A - Site Demographic Information

1. Total population (Site only): _____ If available, please provide the following:
2. Youth population (ages 0-17): _____ 3. Adult population (ages 18+): _____

SECTION B - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):
- a. Foot patrols ___yes ___no ___planned b. Bike patrols ___yes ___no ___planned
- c. Substations ___yes ___no ___planned d. Crime watch ___yes ___no ___planned
- e. Police participation in community meetings (see instructions for definition): ___yes ___no ___planned
- f. Other activities, please specify: _____

SECTION C - Seeding Activities

1. Number of Safe Haven facilities: _____ 2. Number of Safe Havens receiving EOWS funding: _____
3. List names and addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name	Street Address	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION C - Seeding Activities (continued)

4. Please indicate the types of activities/services provided (place an "X" in the appropriate boxes for each activity/service type):

Types of Activities/Services	Provided in Safe Haven Facility			Provided at Other Locations		
	Yes	No	Planned	Yes	No	Planned
a. academic courses and tutoring						
b. mentoring						
c. prevention education, please describe:						
d. dispute resolution and mediation						
e. recreation/athletics						
f. job training						
g. job placement						
h. anti-drug education						
i. community police co-located in Safe Haven						
j. safe corridors (school escorts for children)						
k. summer day camp						
l. youth leadership training						
m. Boys/Girls Club programs						
n. scouting programs						
o. military cadet training						
p. anti-gang education/training						
q. Communities in Schools programs						
r. performance/applied arts programs						
s. victim assistance programs						
t. community projects, e.g. clean-ups						
u. general health screening services						
v. lead poisoning screening service						
w. other, please specify:						

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION D - Community/Economic Development Information

1. Number of community development corporations within Site area: _____

2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):

a. housing development(s): ☐yes ☐no ☐planned b. commercial development(s): ☐yes ☐no ☐planned

c. business/community partnerships: ☐yes ☐no ☐planned

d. other, please specify (describe the kinds of activities being undertaken): _____

3. Number of community cleanups done using EOWS support: _____

4a. If there are any locations designated for the U.S. EPA's Brownfields Assessment Demonstration Pilot Program (see the GPRA Forms Instructions for more information about this program) within your Site's target area, please indicate how many.

4b. Does your Site have any activities related to or is otherwise involved in the Brownfields Assessment Demonstration Pilot Program? ☐yes ☐no ☐planned

SECTION E - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

Part I - Grantee Site Characteristics and Activity Data Report

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SECTION F - Law Enforcement Information1. **(REQUIRED)** Please report the total number of homicides for the three preceding calendar years:

Area	1999	1998	1997
a. Weed & Seed Site Only	_____	_____	_____
b. Entire Jurisdiction (i.e., city, town, county)	_____	_____	_____

Jurisdiction Name: _____

2. **(OPTIONAL)** Please report the number of drug arrests associated with your Site's Weeding activities including those that occurred outside the target area but directly affect it or have a significant nexus to it. **NOTE: Only leave spaces blank to indicate missing or unavailable data. Use a zero (0) when no arrests occur**

Calendar year 1999 drug arrest data; unless specified otherwise: _____

Type	Total Arrests		Sale/Manufacturing		Possession	
All drug abuse violations (including substances not listed below)						
Heroin						
Cocaine (not including crack)						
Crack cocaine						
Marijuana						
Methamphetamines only						
Other (specify):						

3. Please attach any additional data or reports that provide indicators of your Site's major focus or efforts related to crime and law enforcement.

SECTION G - Safe Haven Information

1. Provide the total unduplicated Safe Haven attendance* for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of ____/____ (month/day): _____

* Refers to number of persons receiving services and not visits or sessions attended.

2. Please attach any additional data or reports that provide indicators of your Site's major focus or Safe Haven-related efforts.

SECTION H - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).



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Part II - Grantee Site Characteristics Update

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(Note: please refer to your Site's previously submitted Part I - Grantee Site Characteristics Report or any subsequently filed Part II Updates in completing this form. Only enter new or changed information in Sections A through F when submitting an Update.)

Site: _____ Agency: _____
Person Completing
This Form: _____ Title: _____

Phone: () _____ Fax: () _____ Internet email: _____

Date Submitted: ____/____/____ Reporting Agency (check one): ☐ Federal ☐ state ☐ local

For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330. Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.

SECTION A - Site Demographic Information

1. Total population (Site only): _____ If available, please provide the following:
2. Youth population (ages 0-17): _____ 3. Adult population (ages 18+): _____

SECTION B - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):
- a. Foot patrols ☐yes ☐no ☐planned b. Bike patrols ☐yes ☐no ☐planned
c. Substations ☐yes ☐no ☐planned d. Crime watch ☐yes ☐no ☐planned
e. Police participation in community meetings (see instructions for definition): ☐yes ☐no ☐planned
f. Other activities, please specify: _____

SECTION C - Seeding Activities

1. Number of Safe Haven facilities: _____ 2. Number of Safe Havens receiving EOWS funding: _____
3. List the Safe Haven facility and address changes (Enter in the first column either "A" for new facilities, "D" for dropped facilities, or "C" for changes to existing facilities. Attach additional pages if necessary):

A/D/C	Facility Name	Street Address	City/State
_____	_____	_____	_____
_____	_____	_____	_____

SECTION C - Seeding Activities (continued)

4. Please indicate the types of activities/services provided (place an "X" in the appropriate boxes for each activity/service type):

Types of Activities/Services	Provided in Safe Haven Facility			Provided at Other Locations		
	Yes	No	Planned	Yes	No	Planned
a. academic courses and tutoring						
b. mentoring						
c. prevention education, please describe:						
d. dispute resolution and mediation						
e. recreation/athletics						
f. job training						
g. job placement						
h. anti-drug education						
i. community police co-located in Safe Haven						
j. safe corridors (school escorts for children)						
k. summer day camp						
l. youth leadership training						
m. Boys/Girls Club programs						
n. scouting programs						
o. military cadet training						
p. anti-gang education/training						
q. Communities in Schools programs						
r. performance/applied arts programs						
s. victim assistance programs						
t. community projects, e.g. clean-ups						
u. general health screening services						
v. lead poisoning screening service						
w. other, please specify:						

SECTION D - Community/Economic Development Information

1. Number of community development corporations within Site area: _____
2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):
 - a. housing development(s): ☐yes ☐no ☐planned
 - b. commercial development(s): ☐yes ☐no ☐planned
 - c. business/community partnerships: ☐yes ☐no ☐planned
 - d. other, please specify (describe the kinds of activities being undertaken): _____

3. Number of community cleanups/renovations under EOWS support: _____
- 4a. If there are any locations designated for the U.S. EPA's Brownfields Assessment Demonstration Pilot Program (see the GPRA Forms Instructions for more information about this program) within your Site's target area, please indicate how many.

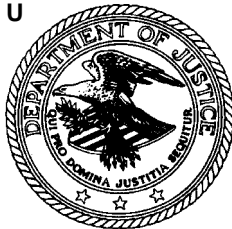
- 4b. Does your Site have any activities related to or is otherwise involved in the Brownfields ☐yes ☐no ☐planned Assessment Demonstration Pilot Program?

SECTION E - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

SECTION F - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).



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Instructions for Site Characteristics and Activity Data Report Forms

Government Performance and Results Act (GPRA)



FY 2000 General Report Form Instructions

Scope of Activities to Be Reported

Local Weed and Seed Sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Executive Office for Weed and Seed (EOWS). Each Site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

***Example:** Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through EOWS funds.*

Geographic Extent of Weed and Seed Operations

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the Site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto” (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites).

Data Estimation Acceptable

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed Site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional guidance on this topic, contact Jim Zepp or Yuki Yamagishi, JRSA, (202) 842-9330 - phone, (202) 842-9329 - fax, jzepp@jrja.org - Internet email.

Suggested Data Sources

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Government planning agencies can usually

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provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies. State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call Jim Zepp or Stan Orchowsky at JRSA, (202) 842-9330, or send an Internet email to jzepp@jrsa.org.

**Yes/No/
Planned
Response
Definitions**

The terms “yes,” “no,” and “planned” as used in these forms are defined as follows:

yes - The service or program activity is operational during the current quarter being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

no - No program activities have occurred during the current quarter being reported.

planned - Preparations have been made for starting a service or program activity such as a funding request, staff recruitment, or facilities construction during the current reporting quarter but no clients have been served or program operations have taken place.

Part I - Grantee Site Characteristics and Activity Report Form Guidance

**SECTION A -
Site
Demographic
Information**

These data are usually derived from U.S. Census Bureau reports and may be supplemented by estimates produced by state or local demographers. Depending on the geographic area of the local Weed and Seed Site, estimates of the population may be necessary.

**SECTION B -
Community
Policing
Activities**

Section B, Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) Local Site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does not refer to meetings of the Weed and Seed Site committees or other meetings for internal Weed and Seed project operations.

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**SECTION C -
Seeding
Activities**

Questions 1 and 2 request the total number of facilities in the Local Site that are designated as Safe Havens and the number which receive any direct EOWS funding.

Question 3 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its street address, city, and state. This information should be for all Safe Haven facilities regardless of whether or not EOWS funds are given to each facility. If more space is needed, additional pages can be attached for this information.

**SECTION D -
Community/
Economic
Development
Information**

This section relates to community-based organizations that are involved in commercial and housing redevelopment efforts. Many local Weed and Seed Sites have coordinated their activities with community development programs such as Pulling America's Communities Together (PACT) and the Comprehensive Communities Program (CCP). The Weed and Seed Community Security Partnership funding option will allow Local Sites to expand their activities in these concerns.

Questions 4a and 4b are related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Assessment Demonstration Pilot Program. **Please note that other EPA brownfields programs are not to be included in these responses.** The EPA's Brownfields Economic Redevelopment Initiative is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

EPA is funding Assessment Demonstration Pilot Programs (each funded up to \$200,000 over two years), to assess brownfields sites and to test cleanup and redevelopment models; job training pilot programs (each funded up to \$200,000 over two years), to provide training for residents of communities affected by brownfields to facilitate cleanup of brownfields sites and prepare trainees for future employment in the environmental field; and cleanup revolving loan fund programs (each funded up to \$500,000 over five years) to capitalize loan funds to make loans for the environmental cleanup of brownfields. These pilot programs are intended to provide EPA, states, tribes, municipalities, and communities with useful information and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

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For more detailed information about this program and the Assessment
Demonstration Pilot Site locations, visit the EPA's Web site at:

<http://www.epa.gov/swerosps/bf/pilot.htm#pilot>

or contact:

Ms. Gayle L. Rice
U.S. Environmental Protection Agency
Office of Solid Waste and Emergency Response (OSWER)
MC: 5101
401 M Street, SW
Washington, D.C. 20460
Phone (202) 260-8431; Fax (202) 260-6606; Email rice.gayle@epa.gov

**SECTION F -
Law
Enforcement
Information**

Question 1 requests the total number of homicides reported a) within the Weed and Seed area boundaries and b) the entire jurisdiction (i.e., city or county) in which the Local Site is located. In order to establish a trend for community conditions, three years of data are requested. Estimates may be necessary for some Local Sites. **This information is required of all Sites to maintain their EOWS support.**

Question 2 involves drug arrest data related to the Site's Weeding activities. As previously stated in the **Scope of Activities to Be Reported** portion of these instructions, the drug arrest statistics can include those occurring outside the Site's boundaries if they still involve the Site's efforts or are intended to affect its conditions for improvement. Arrests by various drug types are also requested. **This information is optional.**

Question 3 is an opportunity for Local Sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, or anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION G -
Safe Haven
Information**

Question 1 refers to the number of persons receiving services and not visits or sessions attended. The term "total unduplicated Safe Haven attendance" represents the number of persons utilizing the program during a typical week's operations for the first Quarter of 2000 (January 1st to March 31st). "Unduplicated" means that as much as reasonably possible the total count should not include repeat visits by the same individuals during the reporting period.

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This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the Local Site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

Question 2 is an opportunity for Local Sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

Part II - Grantee Site Characteristics Update Report Form Guidance

Only enter new or modified information in Sections A through H. For additional help with answering this form's questions, see instructions for **Part I - Grantee Site Characteristics and Activity Data Report**.

Footnote A - Acceptable Estimation Methods

**Data
Estimation
Conditions**

Collecting daily counts at each facility may be beyond the ability of some Sites. Other Sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

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Following are several estimation methods that are acceptable for compiling information on Weed and Seed Local Site efforts. The choice of estimation method used is at the discretion of each Local Site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

**Method 1 -
Proration of
Available
Data**

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the Local Site, an estimated value may be calculated based on the percentage that the Weed and Seed Site is of the total area.

Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed Site is 50% of the precinct area, then 15 homicides should be reported for the Site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed Site but the facility's service area extends outside the Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed Site. Based on U.S. Census data, the Weed and Seed Site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50 youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The choice of which basis to use for calculating an estimate is determined by what may be most representative for your Site. If a Site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

**Method 2 -
Data
Sampling**

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute. In this instance, attendance client counts are done for those Safe Havens where this is reasonable to do so.

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Example: A Local Site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at the third facility.

Option A - If the program capacity at the third facility is the same as either the first or the second facility, use the appropriate attendance count from that one to the third facility.

Option B - Even though an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.

Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.